



Work Health and Safety (WHS) Policy

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Government Legislation	Commonwealth Work Health and Safety Act 2011, Work Health and Safety Act 2012, Work Health and Safety Regulations 2012 in South Australia, Work Health and Safety Act 2011 in Queensland, Occupational Safety and Health Act 1984.
Responsible Officer	Work Healthy and Safety Officers (WHSO) on each IKON site across Australia

1. Purpose

The WHS Policy outlines the commitment to manage work health and safety at IKON Institute. IKON Institute is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of staff, contractors, authorised visitors, students and anyone else who may be affected by our operations.

IKON is committed to ensuring compliance with all relevant Commonwealth and State Based Legislation where applicable. In addition to this IKON applies all relevant Codes of Practice and Australian Standards as far as possible.

This policy should be read in conjunction with the below listed forms, templates and policies and procedures.

2. Scope

This is a national policy applying to all staff, contractors and students at the IKON Institute.

3. Definitions

Below is a list of commonly used terms when addressed Work Health and Safety considerations.

WHS: Work Health and Safety

WHS Risk: is the significance of a hazard in terms of the probability and severity of an injury or illness occurring as a result of the hazard.

WHS Risk management: is the term applied to a logical and systematic method of identifying, analysing, assessing, controlling, monitoring and communicating risks associated with any activity, function or process, in a way that will enable organisations to minimise WHS risks and maximise WHS strategies.

Risk Assessment: is the overall process of estimating the magnitude of risk and deciding what actions will be taken.

Work Health and Safety Officer (WHSO): refers to employees who are the designated point of contact for individual employees seeking to obtain information and report issues concerning WHS matters. They are the consultative link between management and employees on WHS issues. These individuals are the most senior staff member from each campus across Australia. In South Australia this is the CEO (or appointed by CEO) and in Western Australia and Queensland the State Based Coordinator will undertake this role

Hazard: A hazard is any source of potential damage, harm or adverse health effects on something or someone under certain conditions at work. Basically, a hazard can cause harm or adverse effects (to individuals as health effects or to organizations as property or equipment losses).

Legislation: Legislation refers to act of making and enacting laws. Within the context of this policy this refers to the guiding practices and principles of applicable WHS laws.

4. Commitments

IKON Institute is committed to stakeholder health and safety. IKON Institute will:

- Plan for, document, implement and monitor and review controls to manage WHS risks, incidents, injuries and hazards.
- Establish measurable objectives and targets to ensure continued WHS improvement.
- Comply with relevant WHS legislation, codes of practice, standards and guidelines.
- Provide effective and meaningful WHS consultation and communication with staff, contractors and students.
- Provide appropriate WHS training to staff, contractors and students.
- Ensure the Policy is accessible to workers and interested parties.
- Provide adequate resources to ensure the WHS policy is implemented.
- Ensure the Policy and WHS policy remains relevant and appropriate to IKON institute.
- The appointment of a Work Health and Safety Officer (WHOS) who will provide WHS advice and support to enable compliance with a legislation and safe and healthy working environment.

5. Responsibilities

Everyone is expected to share in IKON Institute commitment to Work Health and Safety (WHS). The following outlines the responsibilities of Management, WHSO, Staff, Contractors and Students.

Management (this includes; CEO, State Based Coordinators and all Heads of Faculty)

Management are responsible for providing and maintaining:

- A safe working environment
- Safe systems of work
- Site and Resources, utilised in the process of teaching and learning, are in safe condition
- Facilities for the welfare of all workers

- Any information, instruction, training and supervision needed to make sure that all staff, contractors and students are safe from injury and risks to their health.
- Commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace
- A commitment to continually improve our performance through effective safety management

WHSO Responsibilities

The role of the IKON Workplace Health and Safety Officer (WHSO) is to assist the CEO and / or management team by providing advice on the overall state of health and safety at all educational premises (i.e. delivery sites) ensuring their compliance with health and safety requirements. The responsibilities include:

- Assist in the application of WHS procedures
- Help manage risks and hazards in the area
- Report and investigate incidents, injuries and hazards and implement agreed control measures
- Liaise with the CEO and other safety personnel
- Review and analyse injury and incident reports and data
- Develop injury and incident prevention strategies for the area
- Monitor local area compliance with WHS policy and procedures
- Audit local area WHS compliance with regard to risk, emergency and hazardous waste management
- Help promote WHS awareness
- Provide advice, information and instruction on local WHS issues.

Staff, Contractors and Students are responsible for:

- Compliance with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- Taking reasonable care of the health and safety of themselves and others
- Wearing personal protective equipment and clothing where necessary
- Compliance with any direction given by management for health and safety
- Not misusing or interfering with anything provided for health and safety
- Reporting all accidents and incidents on the job immediately, no matter how trivial
- Reporting all known or observed hazards to their supervisor or manager
- Not bringing any electrical cords on campus that have not been tested and tagged.

6. Record keeping

In order to support the commitment to WHS matters, the following forums exist for discussion. Accurate and timely records are kept to effectively record any WHS matters that may be raised during this time and by the Quality Improvement Report Form.

- Standing agenda item at staff meetings and subsequent minutes
- Standing agenda item at academic board meetings and subsequent minutes
- WHSO quarterly meetings to discuss any outstanding concerns

7. Review of policy

The Work Health and Safety policy will be reviewed annually in consultation with the Workplace Health and Safety Officer. The review will utilise the Risk Assessment Analysis Sheet to assess the effectiveness of the policy and associated forms and procedures. Outcomes of the review will form the ongoing development of the Risk Management Plan. The aim of the assessment is to

- Reviewing overall health and safety performance.
- Monitoring the effectiveness of policies and procedures.
- Consider changes/improvements to existing forms and procedures.
- Guide the ongoing improvement to IKON WHS systems and processes.

9. Publication

This policy is to be published for students and staff in the relevant publications and on the IKON Institute of Australia website to ensure prospective students and IKON staff and contractors have up to date and accurate information.

Related Forms/Documents:

Classroom Safety Checklist
Electrical Test and Tag Register
Work Health and Safety Plan
WHS Workplace Inspection Checklist V1.0
Risk Management Plan and Risk Register 2014
Testing and Inspections of all Equipment
Quality Improvement Report Form

Related Policies:

Nil